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Government
Publications

Ontario. Legislative Library

Services to the Legislature

Government
Publications

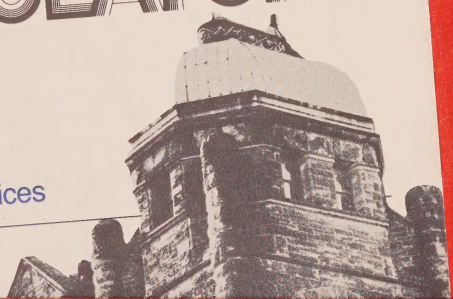
SERVICES TO THE LEGISLATURE

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Legislative Library,
Research and Information Services

1981



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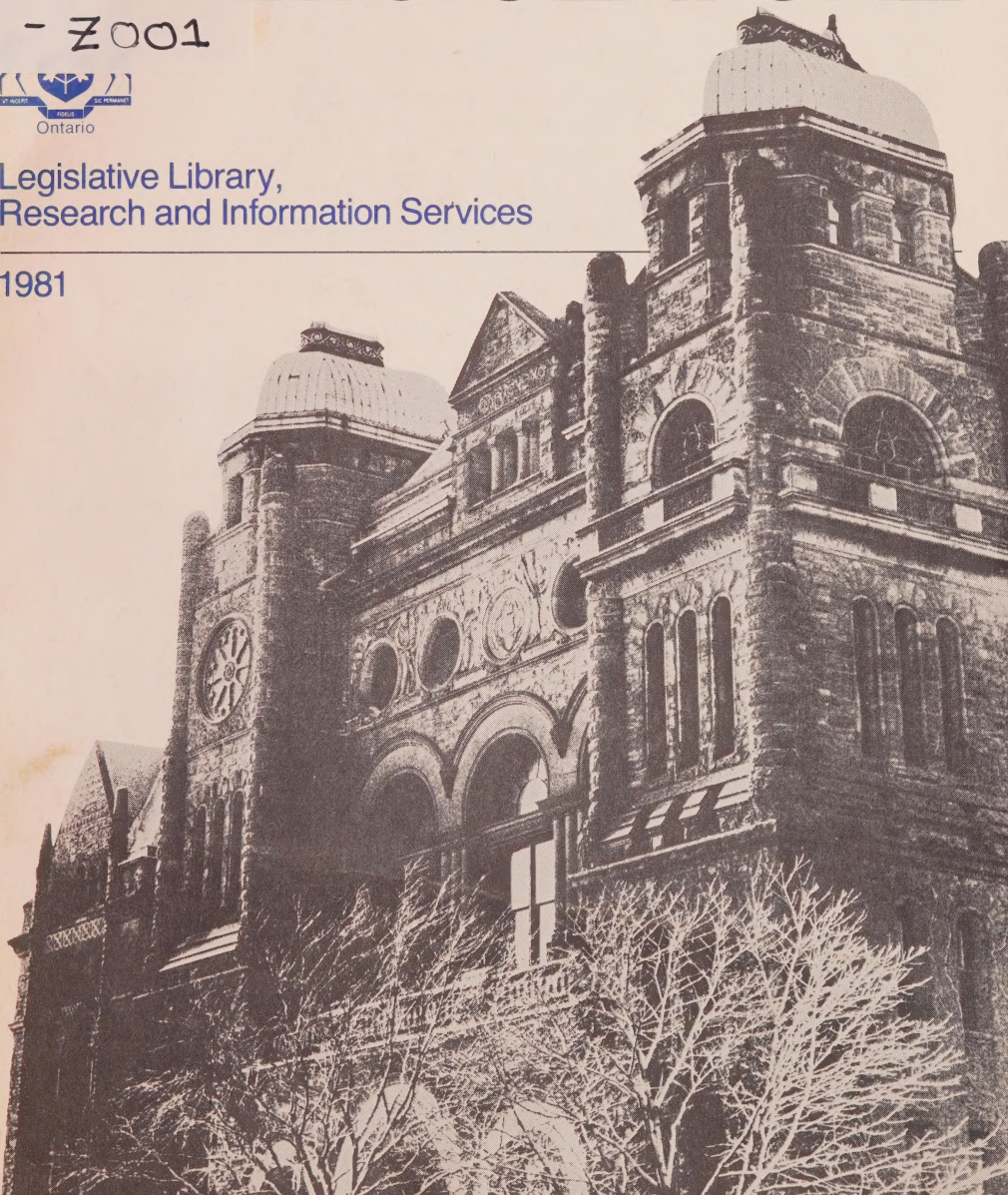


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Introduction

This booklet is designed to familiarize Members in a general way with the range of services offered by the Legislative Library. Detailed information on the organization of the Library and its various operations is available in the *Annual Report of the Director*.

Library Services to MPPs

The Library's primary function is to serve the legislative information needs of MPPs, their staff, and the staff of the Legislative Assembly. A staff of experienced professional librarians, technicians and subject specialists offer prompt non-partisan, confidential services including reference, research and circulation.

We encourage you to become familiar with the Library and to make maximum use of its services and collections, so that it may become an effective information tool for you. Staff welcome the opportunity to provide tours and/or orientation sessions to assist you in learning more about your Library.



How to use the Services

Inquiries may be placed by any of the following methods:

Telephone

Requests for factual information should be directed to the Information and Reference Service, 965-4545. For information of an analytical nature requiring interpretation of issues, please direct your inquiries to the Legislative Research Service, 965-3637.

Letter

More complex or detailed questions may be forwarded by letter to ensure that the request is clearly understood. Correspondence may be sent via internal mail addressed to:

The Legislative Research Service,
Room 407, North Wing,
Legislative Building,
Queen's Park,
Toronto, Ontario.
M7A 1A2

In-Person

For immediate access to the audio-visual, print, or computerized resources of the Library, or for personalized reference assistance, you may go directly to the Information and Reference Service, located on the third floor of the North Wing of the Legislative Building. If you wish to consult a research subject specialist, the offices of the Legislative Research Service are located on the fourth floor of the North Wing.

Loans

Books and government publications may be borrowed by MPPs for use outside the Library. Reference books and periodicals are not usually loaned. However, photocopy facilities are available in the reference area and copies are supplied without charge. Materials may also be used in the Members' Reading Room which is a quiet area on the east side of the Library, reserved for the exclusive use of MPPs.

Hours of Service

All Library services are available from 8:30 a.m. to 5:00 p.m., Monday to Friday. When the House is in session, the Information and Reference Service is available until the House rises for the day.

The Library Collections

The library has an extensive collection of books, periodicals, government publications, reports, newspapers, maps, videotapes and other materials selected to meet your information needs as a Member of the Legislature.

In addition to a book collection of approximately 145,000 volumes, the Library has a comprehensive collection of Ontario government publications, Canadian federal and provincial publications, and U.S. federal government documents. The collection of law reports, statutes and treatises contains approximately 14,000 volumes. The Library subscribes to 275 newspapers, including most Ontario dailies and weeklies, and to approximately 600 periodicals.

The Current Data File, located in the Information and Reference area, provides subject access to current and retrospective newspaper clippings from the Toronto dailies and selected other Ontario papers as well as to pamphlet material.

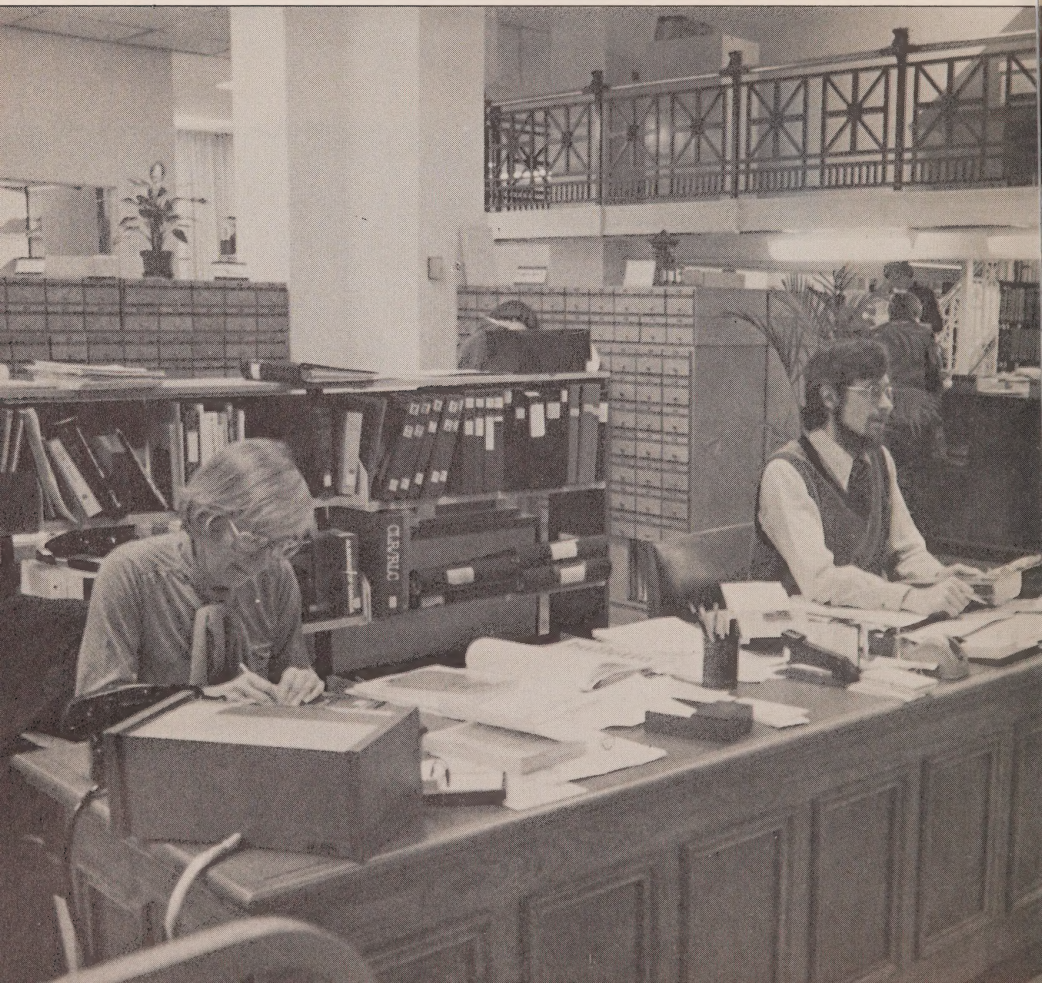
The Library maintains small recreational reading collections in the lobbies adjacent to the House and in the Members' Reading Room.



Reference and Research Services

The Information and Reference Service of the Library compiles indexes and bibliographies, locates documents, tracks down statistics and provides factual information, whereas the Research Service undertakes the analysis, evaluation and synthesis of information and prepares reports for MPPs and committees.

The units work together closely to ensure that information is provided in the form and detail you require. We are conscious of the legislator's need for fast, accurate information and all responses are prepared as quickly as possible. The more advance notice you are able to give us, the more complete information we are able to give you. All transactions within the Library, in borrowing materials or requests for reference or research service, are treated in strict confidence.



Reference Service

The Information and Reference Service is staffed by experienced, professional librarians and technicians who prepare answers to requests for information ranging from addresses, telephone numbers, quotations or information on status of legislation to more extensive searches involving compilation of information on a specific subject. Bibliographies are prepared on request. In most cases requests can be answered while you wait or by prompt call back. If you have a deadline, please let us know when you make your request.

For reference service, telephone 965-4545.

Research Service

The Legislative Research Service is staffed by research officers with general and specialized expertise in the social sciences, humanities, science and technology. The Research Service provides Members and their committees with objective and non-partisan analytical studies in which the facts are presented, documented and interpreted. These studies include background papers, summaries and histories of policies, issues and topics of legislative concern. Requests are handled on a first-come first-served basis. If a research request is made through an assistant or caucus researcher, it is important for the Member to forward a confirming letter or memorandum to ensure that the Member's specific needs are clearly understood. Requests by committees for research assistance must originate with the chairman concerned, although individual committee members may request studies on their own behalf.

For research service, telephone 965-3637.



Special Services

In addition to the services already described, the Library offers a number of special services to meet the needs and interests of MPPs.

Computer-Based Reference Service

The Library subscribes to a number of commercially prepared data bases that are accessed through the Library's computer terminal. Computer-based reference helps to ensure that the Library will be able to supply complete and timely information. For details about this service, please call 965-4545.



Current Awareness Publications

The Library regularly prepares several publications intended to keep you up-to-date on new books and periodical literature. In addition, the Library publishes a newsletter, *Memo to Members*, to alert MPPs to significant new developments and services in the Library.

Press Clipping Service

The Press Clipping Service will supply on request and without charge copies of clippings appearing in sixteen Ontario daily newspapers and two weekly financial papers. Members and caucus research staff may choose to receive clippings from the approximately 200 subject categories. These are distributed as soon as possible after the papers are received.

For further information, please telephone 965-2089.

Videotapes

The Library maintains a collection of videotape programs relevant to the activities of the Legislature. In addition to acquiring programs produced by the Ontario Educational Communications Authority (OECA), the Library selectively records programs of special interest to MPPs, such as the Ontario Speech from the Throne. Viewing equipment is located in the Members' Reading Room on the east side of the Library.

Ontario Government Publications

The *Ontario Government Publications Monthly Checklist* prepared by the Checklist and Catalogue Service of the Legislative Library identifies newly-issued government publications and indicates whether they are priced or free. Many of these publications may be of interest to MPPs and their constituents. All MPPs are automatically added to the mailing list to receive the *Checklist*. The *Ontario Government Publications Annual Catalogue* may be purchased from the Ontario Government Bookstore.

A quarterly listing of French language publications, *Catalogue des publications en français du gouvernement de l'Ontario*, is available on request (965-1415).

Tours and Orientation Sessions

Tours and orientation sessions designed to help you and your staff become familiar with the Library's services and facilities can be arranged on request by calling the reference desk at 965-4545.

How Members can help the Library

The Library Staff would be pleased to receive your comments and suggestions in order to help us provide you with better service.

You will assist us by appreciating that the primary function of the Legislative Library is to serve the Legislature. We regret that we are unable to provide reference service for your constituents beyond identifying a few pertinent titles and providing a list of local libraries to which students and others may be referred.

Please keep in mind that the prompt return of Library materials ensures their availability to other Members who may also have pressing needs.

We welcome recommendations for books, periodicals and other materials to be added to the collection. We invite you to donate to the Library any reports, briefs, etc., that you no longer need. Please contact Collections Development at 965-5261.

Telephone Directory

Inquiries 965-4545

Office of the Director

Director: R. Brian Land 965-3742

Administrative Assistant: F. Diane Teeple 965-3742

Legislative Library Service

Chief: E. Patricia Hay 965-5261

Collections Development

Head: Joy R. Mauerhoff 965-5261

Information and Reference Service

Head: Mary E. Dickerson 965-4545

Technical Services and Systems

Head: Pamela V. Stoksik 965-5261

Legislative Research Service

Acting Chief: Linda M. Grayson 965-3637

Press Clipping Service

Supervisor: Inara Androvics 965-2088

Checklist and Catalogue Service

Manager: Linda L. Reid 965-1415

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